FORM - RFP-PROPOSAL REVIEW GUIDE

Form - RFP – Proposal Review Guide

Firm name:

#	ITEM DESCRIPTION	YES	NO
1	Proposal received prior to deadline.		
2	Firm Representative attended Proposer's Conference.		
3	Number of proposals received (check RFP for the #)		
4	Proposal signed by someone authorized to obligate firm (Certification Statement).		
5	Proposal packaged as specified in RFP: • Proposal contains separate technical section. • Proposal contains separate cost section.		
6	Proposal contains section that describes the firm's financial stability.		
7	Proposal demonstrates prior experience in related work.		
8	Proposal documents Firm's and key project staff's experience.		
9	Proposal contains all elements specified in RFP Statement of Work.		
10	Proposal contains list of references.		
11	Proposal contains resumes.		

Proposal Log In

RFP:

Proposal due date:

		Proposals Received		
No.	Firm Name	Cost Proposal	Technical Proposal	Date Received
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

RFP Cost Evaluation

RFP Title: _____

Contractor	Lowest Total Cost	Proposal Cost	Factor (possible points)	No. Points Scored

Proposal Review Form (consensus)

Name of RFP:

Company Name: _____

Passed Screening Review: ☐ Yes ☐ No   **References:** ☐
Signed Certification Statement: ☐   **Resumes:** ☐
Proposal in two (2) parts: ☐   **Cost Summary:** ☐

Technical: 75 points	Maximum Points Available	Points Awarded
Firm		
Project Staff		
Approach		

Cost: 25 points (Maximum)		*Points Awarded
Proposal Total Project Cost	$	

(Cost points scoring ={lowest total cost/specific proposer's total cost} x total cost points)

TOTAL: 100 points (Maximum)	
TOTAL POINTS AWARDED	*

*RFP Coordinator will compute these points.

Comments:

_____
_____
_____
_____
_____

Evaluation Team:

_____   _____

_____   _____

_____   _____

_____   _____

The RFP enclosed for your inspection contains provisions in compliance with La. R.S. 39:1503 as follows:

a) The importance of price and evaluation factors is explained on pages _____ of the RFP.

b) The RFP defines project tasks on included in _____ and .

c) As in (a) above, evaluation factors are defined on pages _____ of the RFP.

d) The period for the project is explained on page ____ of the RFP.

e) The RFP notifies potential proposers that the award of the contract may be made on the basis of initial offers on page _____.

f) On page ___ of the RFP, potential proposers are notified that written questions must be submitted to James Vidacovich.

g) State agency liaison personnel are described in the RFP and resources available to the Contracting Party are described in the RFP on page ____.

h) Procedures concerning payment are discussed on pages ____.

i) The RFP requires all necessary information concerning qualification, methodology, costs and financial capability.

4) During the specific time frame specified on page 3, there were questions submitted concerning the project. Copies of these questions and responses are attached.

5) As of _____ PM on _____, one proposal was submitted.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Project Title: _____

IT 10 # _____ (if applicable)

CIO APPROVAL # _____ (if applicable)

BRIEF STATEMENT OF WORK (SOW) DESCRIPTION:

I have reviewed the scope description of the Proposal.

☐ I did not identify any potential conflict of interest, financial or otherwise, regarding my involvement with the development, formulation, drafting or review of the approval or its scope of services.

☐ I identified the following possible conflict(s) of interest, which might adversely reflect on or threaten the integrity of the approval process.

<div style="border:1px solid black;">

EXPLANATION:

</div>

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SIGNATURE AND DATE

Revised: 04/09/2012

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